



## City of Gulfport, Mississippi Job Description

### **Planner II** (PL2)

Department: 611 - Planning

EEO Class: Professional

Date Revised: 3 2 12

FLSA Status: Exempt

Date Approved:

#### **Position Overview**

The Planner II performs planning functions; review of planning and zoning applications, administration of the City's Comprehensive Plan, land use and development regulations and zoning ordinances. Assist in identification of issues/problems, research and data gathering, and implementation of plans. Position requires considerable communication with developers.

#### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Assists in development of elements of the city's comprehensive planning program and updating of plans necessary for the formulation of elements of the Master Comprehensive Plan. The implementation tools of those plans and other basic and applied planning studies concerning the physical development of urban areas.
- Develops and prepares reports, policies and projects for other departments, commissions or boards and private developers.
- Performs population, socio-economic, housing, land use and transportation data collection and analysis and prepares estimates and projections.
- Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owner, community groups and interested persons over the phone and in person.
- Attends meetings of City Council, conferences, committees and staff meetings in order to provide assistance and make recommendations.
- Provides technical assistance and staff for all key commissions and boards and related sub-committees as well as the Tree Protection Advisor. Prepares agenda material, reports and recommendations for these boards and commissions, maintains records and files, and carries out follow through tasks resulting from commission and board actions.
- Advises the Planning Division Administrator on planning and building administration, computer and special project activities.
- Assists in directing the development and application of new methods of research design and analysis.
- Administers building codes, FEMA regulations, zoning ordinances,

subdivision regulations, sign ordinances, tree ordinances and various other ordinances and codes.

- Prepares state and federal grants as directed.
- Conducts field inspections.
- Responds to public inquiries in various forums concerning municipal planning projects and their relation to area of specialization, addressing how issues and project impact the public and the environment.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Comprehensive knowledge of the principles, practices, techniques and design of urban planning including the understanding of the fundamentals of construction.
- Advanced knowledge of the general principles and practices of transportation as applied to urban planning and development.
- Has considerable knowledge of urban planning theory and techniques.
- Has considerable knowledge of construction terminology and design principles.
- Ability to make recommendations recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems for which there has been no precedent established and which may involve contentious circumstances and valuable property rights.
- Knowledge of the literature and sources of information available concerning planning matters and of the techniques and procedures useful to analyze and report on such subject.
- Is able to demonstrate consistent tact and courtesy in frequent public contact.
- Ability to analyze and comprehend rapidly the significant aspects and precedents inherent in planning and development problems and to present reports and recommendations in a clear, concise and persuasive manner in oral, written and graphic form including the ability to explain the principles of planning in simple, non-technical language.
- Is able to exercise sound judgment in accordance with established departmental policies and procedures.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

### **Education and Experience**

Bachelor's degree (B. A.) from four-year college or university in Urban and Regional Planning, Architecture, Economics, Geography, and/or closely related field, plus four (4) to six (6) years experience in zoning and planning, or equivalent combination of education and experience is required. Experience in professional planning and/or design work is preferred. Other combinations of experience and education that meet the minimum requirements may be substituted.

**Required Licenses or Certificates**

Must possess valid Mississippi driver's license.

**Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 20+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.